

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Response Signature and Certification	File Type: PDF (.pdf)	1	Required	
Corporate Certificate	File Type: PDF (.pdf)	1	Required	
Exhibit D	File Type: PDF (.pdf)	1	Required	
Exhibit E	File Type: PDF (.pdf)	1	Required	
Exhibit F	File Type: PDF (.pdf)	1	Required	
Exhibit G	File Type: PDF (.pdf)	1	Required	

Name	Type	# Files	Requirement	Instructions
Pricing Schedule (BT-59AP)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	30121717	Guardrail	A steel fence or facility that is installed between the traffic lane and pedestrian path to protect the latter from traffic accidents.
UNSPSC	72141002	Highway and road sign or guardrail construction and repair service	The building and repair of highway and road guardrails and signs owned by others

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.



Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested BidTables:

The BidTable Response Templates can be obtained at <https://sandysprings.bonfirehub.com/opportunities/7437>.

Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://sandysprings.bonfirehub.com/opportunities/7437>

The Q&A period for this opportunity starts Mar 27, 2018 11:00 AM EDT. The Q&A period for this opportunity ends Mar 29, 2018 5:00 PM EDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Apr 06, 2018 5:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Sandy Springs uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>